

 <b>SOUTHEAST MISSOURI</b> <b>STATE UNIVERSITY · 1873</b>	<b>BUSINESS POLICY AND PROCEDURE MANUAL</b>	Date Issued: 10/18	Revision Date: 07/19 09/19	Page: 1 of 1
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		Section: PURCHASING		
		Subject: GENERAL PURCHASING GUIDELINES		

## GENERAL PURCHASING GUIDELINES

The Purchasing Department at Southeast Missouri State University strives to provide the highest quality, team-based, value-added purchasing and ancillary support services to the campus community. General guidelines for the purchasing processes are as follows. See the Purchasing Methods section (05-01B) for additional details.

### 1. For Purchases (of similar items in a rolling 12-month time period):

**\$0.01-\$10,000** - Purchases can be made without quotes being submitted to Purchasing. However, departments are encouraged to obtain quotes to ensure the best price and value is being received. These quotes should be retained by individual departments for one (1) year.

**\$10,000.01-\$100,000** - Purchases require the submission of at least two (2) comparable specification quotes to Purchasing with the purchase requisition. The lowest quote will be used unless written documentation is provided that justifies why a higher quote is the best method that meets the needs of the University.

**\$100,000.01 or higher** - Purchases must be made through the formal solicitation process and be competitively bid, unless the purchase has been documented to be a sole source or the quote is obtained from a state contract or other cooperative contract/agreement.

### 2. Sole Source Purchases

**\$10,000.01 or higher** - Purchases require the submission of the completed and signed Sole Source Justification Form to the Purchasing Department that documents how the purchase meets the legal definition of a single feasible source.

### 3. Purchasing Card (P-Card)

**Up to \$10,000** – University purchasing cards may be used to pay for purchases up to \$10,000 in approved categories.

### 4. Contracts

All contracts, including Independent Contractor Agreements, should be routed to Purchasing for signature, unless special permission has been granted by the Purchasing Department. However, the Purchasing Department is not responsible for bidding and awarding construction contracts. These projects are handled by Facilities Management and follow Sections 34.057 and 34.058 of RSMo Chapter 34. In addition, any purchases that include installation must first be approved by Facilities Management.